

### **MANAGEMENT ANALYST**

**DEFINITION:** Under general supervision, performs management analysis involving the study of programmatic operations, processes, policies, procedures and practices; makes recommendations on findings and assessments; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Studies program operations and make recommendations on improvements; determines compliance with appropriations processes and recommends alternatives for improving business/operational standards; answers inquiries, resolves complaints, and advises organizational units on administrative/organizational policies and procedures.

Evaluates recommended changes in organization, policy and procedures and reports on the merits of the recommendations; conducts financial studies to determine the availability of resources for funding current or new programs; designs, develops, and lends technical assistance in establishing and/or implementing recommendations.

Advises departments and divisions on budget problems, policies and procedures; assists in the maintenance of property and budgetary controls; provides assistance in planning, conducting feasibility studies/assessments, proposal writing, research and technical support services; assists with studies of data collection/control systems; devises and implements compatible systems to improve administrative workflow; prepares required reports.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of public or government organizational processes involving methods and practices of public finance, budgeting, accounting, personnel administration and management compliances.

Knowledge of organizational relationships.

Knowledge of analytical and evaluative methods and practices as applied within the public sector.

Knowledge of legislative and economic issues affecting the Navajo Nation.

Knowledge of computer databases and spreadsheet files.

Skill in operating and developing computer databases and spreadsheet files.

Skill in analyzing management, financial, human resources and other operational systems, procedures, and controls.

Skill in applying judgment in the release of confidential information.

Skill in using analytical and evaluative judgment.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting.

#### **MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Public or Business Administration, Government Management, or closely related area; and two (2) years of progressive responsible work experience involving public administration, research, and finance.

THE NAVAJO NATION

Class Code: 1982  
Planning and Analysis Series  
Management Analysis Group  
Overtime Code: Exempt  
Pay Grade: 64

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**PREFERRED EXPERIENCE:**

- Two (2) years of program evaluation and analysis experience.
- Proficient in Microsoft Office software and other computer applications.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.